

## **TRANSPORTATION IMPACT STUDIES**

### **Objective**

New land developments, and the expansion of existing developments, can have a significant impact on the surrounding transportation system, particularly if adequate planning and transportation system improvements are not addressed. The Idaho Transportation Department (ITD) and cities, counties, and highway districts having jurisdiction over land use and transportation systems (local public agencies — LPA) should cooperatively use a consistent approach for determining the need for transportation impact studies and the conduct and review of such studies prior to any changes in the transportation system.

### **Transportation Impact Study (TIS) Requirement**

A TIS is a comprehensive study that analyzes all surface transportation modes that would be affected by a development, including pedestrians, bicycles, and public transportation services. The impact analysis area will generally be larger than just the immediate site. The TIS concludes whether any transportation improvements are necessary to accommodate the new traffic volumes generated by the development. These improvements could include right turn lanes, left turn lanes, additional through lanes, acceleration lanes, bicycle lanes, bus stops, sidewalks, medians, access control, traffic signals, removal and/or consolidation of existing approaches, etc.

The TIS documents the extent of the impact of the proposed development on the state highway system, including trips added, resulting level of service during AM and PM peaks, and the need for auxiliary lanes, or other special capacity or safety features. Any required changes in traffic control, land use, land access, pedestrian or bicycle usage, etc., must also be discussed.

A technical document known as “Requirements for Transportation Impact Studies” is hereby adopted by ITD. Generally, a TIS shall be required when a new or an expanded existing development has direct access to the state highway system and adds a minimal number of new trips as described below.

- A “full” TIS shall be required for developments that will generate 100 or more new trips during the highway's peak hour, or the total added volume will equal or exceed 1000 vehicles per day. A sample “full” TIS outline is shown in Appendix B in the “Requirements for Transportation Impact Studies.” In some cases as determined by ITD personnel, lesser traffic volumes may warrant a “full” TIS when roadway sections are already at or near capacity.
- A “minor” TIS shall be required for developments that will generate between 25 and 99 new trips during the highway's peak hour, or the total added volume will be from 250 to 999 vehicles per day.
- A TIS shall not be required for developments that will generate less than 25 added (new) trips during the highway's peak hour, or the total added volume will be less than 250 vehicles per day.

### **Memorandum of Understanding**

ITD will encourage LPAs to sign a Memorandum of Understanding as an agreement between agencies to adopt the “Requirements for Transportation Impact Studies” and the procedures in this Board Policy.

### **Local Point of Contact**

The LPA, having executed a TIS Memorandum of Understanding with ITD, shall be designated as the point of contact to:

- determine the need for a TIS for roadways in the local jurisdiction, based on the criteria in “Requirements for Transportation Impact Studies;”
- distribute requirements for a TIS and other information to the developer, and
- communicate to the developer the decision about the transportation system improvements that shall be required based on the application received.

### **Cooperative Review Process**

The TIS, when required, shall be submitted by the developer to the LPA and/or ITD for review. The LPA and ITD shall review and comment on any completed TIS within thirty (30) calendar days. The right of administrative appeal may be made through ITD or LPA processes.

Approved by the Board on:

Date: \_\_\_\_\_

\_\_\_\_\_  
CHARLES L. WINDER  
Board Chairman

This Policy based on:

- Sections 40-310, 49-202, and 67-6519, IDAHO CODE
- IDAPA Rule 39.03.42, RULES GOVERNING USE OF STATE RIGHT OF WAY
- SAMPLE “Memorandum of Understanding for Transportation Impact Studies” (see attached sample)
- “Requirements for Transportation Impact Studies” (contact the District Traffic Engineer for copies; or Transportation Planning for corrections or changes)
- Decision by the Idaho Transportation Board

Former dates of B-12-06:

-0-

Cross-reference to related Board Policies:

- B-12-01, RIGHT OF WAY USE PERMITS
- B-12-15, HIGHWAY ACCESS CONTROL

**SAMPLE**  
**MEMORANDUM OF UNDERSTANDING**  
**IDAHO TRANSPORTATION DEPARTMENT**  
**AND**  
**Local Public Agency**  
**FOR**  
**TRANSPORTATION IMPACT STUDIES**

**Statement of Purpose**

New land developments, and the expansion of existing developments, can have a significant impact on the surrounding transportation system, particularly if adequate planning and transportation system improvements are not addressed. The Idaho Transportation Department (ITD) and cities, counties, and highway districts having jurisdiction over land use and transportation systems (local public agencies — LPA) shall cooperatively use a consistent approach for determining the need for transportation impact studies and the conduct and review of such studies prior to any changes in the transportation system.

**Participants**

The participants in this Memorandum of Understanding are the Idaho Transportation Department, P.O. Box 7129, Boise, Idaho 83707-1129 and the \_\_\_\_\_.

**Effective Date**

This Memorandum of Understanding shall be effective on \_\_\_\_\_ and in force until canceled in writing by one or both of the parties.

**Agreements**

Both parties agree:

1. That Transportation Impact Studies (TIS) are necessary to determine which changes to the transportation system are needed to accommodate new developments or the expansion of existing developments.
2. That both parties retain full access authority; ITD over requirements for access to State Highways and LPAs over requirements for access to city, county, and highway district roads.
3. That the document "Requirements for Transportation Impact Studies," that was jointly prepared by ITD and the Local Highway Technical Assistance Council and reviewed and accepted by the Association of Idaho Cities, Idaho Association of Counties, and the Idaho Association of Highway Districts, shall be used as the reference document detailing what a TIS should include.

4. That \_\_\_\_\_(Local Public Agency) :

- Is the local point of contact to determine the need for a TIS for roadways in its jurisdiction, based on the criteria in “Requirements for Transportation Impact Studies;”
- Will distribute information to the developer about requirements for a TIS; and
- Will communicate to the developer the decision about transportation system improvements that are determined to be required.

5. That an appeals process is provided for decisions about transportation system improvements resulting from a TIS.

#### **Issues**

- Either party may choose to waive the need for a TIS if an agreement is reached with the developer regarding road improvements.
- The cost of review of a TIS by a professional consulting engineer will be borne by the developer.
- Impact fees may be assessed if required by local ordinances, when approved through proper administrative procedures.

#### **Executed By**

Idaho Transportation Department

\_\_\_\_\_  
Chief Engineer or delegate

\_\_\_\_\_  
(Name of Local Public Agency) (City, County, Highway District)

\_\_\_\_\_  
(Official's signature and title)